

Director, Jackson Homestead and Museum/Historic Newton

Agency Name:	Department of Museum Services
Full-Time or Part-Time:	Full-Time
Starting Salary Range:	\$89,312-\$91,991
Bargaining Unit:	Non-Union
Shift:	Day
Number Of Vacancies:	1
Facility Location:	1000 Commonwealth Ave., Newton MA
Application Deadline:	October 31 , 2014
Posting ID:	0095-2014

Definition

Director is responsible for managing and overseeing Historic Newton, a public/private partnership which encompasses the Jackson Homestead and Museum (a City of Newton property) and the Newton Historical Society [a private 501(c)3 entity] including its properties, programs and personnel. Historic Newton maintains historic properties, and collects, preserves and exhibits artifacts of local significance. It presents public and group programs that involve the diverse population of the city and the region.

The Director is employed by the City of Newton as a Department Head with the title Director of the Jackson Homestead and Museum. As an employee of the City of Newton, the Director is responsible to the Mayor. The Director is appointed by Historic Newton as its Director through a cooperation agreement with the City and in this capacity reports to the President and Board of Historic Newton.

Essential Duties

- Responsible for developing, planning implementing and overseeing all Historic Newton's public programs, exhibits, events and educational activities.
- Responsible for the hiring and management of Historic Newton staff, including those paid by the City of Newton and by the Newton Historical Society. Determines appropriate staffing levels and assignments.
- Represents and promotes Historic Newton to the public, media, potential donors and City officials.
- Responsible for fostering and maintaining Historic Newton's educational programs and a strong working relationship with the Newton Public Schools
- Provides information for the Mayor, Aldermen, Board and citizen groups as required.
- Prepares, presents and manages the annual city departmental budget and Historic Newton's annual budget.
- Writes grant applications to support Historic Newton's programs, properties and collections.
- Oversees the operation of the Jackson Homestead and Museum (owned by the City of Newton), including collecting, preserving and exhibiting historical artifacts and documents.
- Oversees the operation of the Durant-Kenrick House and Grounds (owned by the Newton Historical Society, Inc.) and its programs and activities.
- Maintains collections and plans exhibits at Historic Newton sites and elsewhere.
- Manages the interpretation and restoration of the City of Newton's three historic burying

- grounds
- Develops and coordinates Historic Newton programs that promote knowledge of local and national history and related themes.
- Works with the Board to advance both Historic Newton's and the City's goals and objectives as outlined in the mutual cooperation agreement.
- Works with the Board to ensure that Historic Newton has the financial resources to accomplish its mission.

Staff

Currently reporting to the Director are five full-time and five part time staff. The Director is also responsible for managing the activities of volunteer staff and community members who assist Historic Newton in a variety of capacities.

Minimum Requirements

Masters degree in an appropriate discipline with 10 years of experience, or related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Knowledge, Abilities and Skill

- Experience managing a multi-faceted non-profit history, cultural or arts organization
- Experience in museum practices including audience development and engagement, interpretation, collections care and accreditation procedures highly desirable
- Strong evidence of fiscal management skills including budget development and management and ability to oversee preparation of and understand basic financial statements.
- Experience in generating funds in a non-profit setting, including from grants.
- Experience in marketing using both traditional and social media to promote programs and activities.
- Strong customer-centered focus and interpersonal skills.
- Experience in managing a staff of education and support professionals and volunteers.
- Excellent oral and written communication skills.